

# TRUMAN VA BULLETIN

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## Electronic Personnel Folder Facts

- Your electronic OPF is secure.
- Only you and HR staff have access to your eOPF.
- You will have access to your eOPF on the world wide web.
- eOPF conversion is ongoing and should be completed in the next year.

## DEPUTY NURSE EXECUTIVE NAMED

Congratulations to **Cheryle Kelly, RN**, who was recently selected as Deputy Nurse Executive at Truman VA. In that role, she will be responsible for providing leadership in delivering and improving patient care through collaborative strategies with others including continued readiness for internal/external reviews, coordination of nursing quality measures, strategic planning, budget development and monitoring. Kelly will be responsible and accountable for the management and supervision of inpatient nursing, the Operating Room / PACU / Same Day Surgery unit and specialty clinic / procedure areas. She joined the VA in July 2008 as the ICU nurse manager at Truman VA after 21 years of nursing experience with SSM Healthcare System – 18 years at SSM St. Mary's Health Center in Jefferson City and three years at

SSM St. Joseph Hospital West in Lake St. Louis.

Kelly earned an associate degree in nursing from Lincoln University in 1986 and a bachelor's degree in nursing from the same institution in 1996. She earned a master's degree in nursing from the Sinclair School of Nursing at the University of Missouri in 2000. Kelly's clinical background is critical care, having served as an ICU nurse, house supervisor and nurse manager of multiple ICUs. She played a staff development role that was instrumental in the development and implementation of a "best in practice in SSM Healthcare System" graduate nurse internship program. Kelly has served as a clinical instructor and currently holds an adjunct faculty position at the University of Missouri.



## VA URGES VETERANS TO SIGN-UP FOR DIRECT DEPOSIT

Every month, 730,000 veterans or survivors look for their compensation or pension checks in their mailboxes. Nearly all receive them, but theft and mail delays cause problems for some veterans, which can be prevented by direct deposits. VA is urging those veterans and family members now receiving paper checks to join nearly 3.1 million others whose VA payments are safely deposited electronically. There are several easy ways to sign up for direct deposit including calling toll-free at 800-333-1795 or enrolling online at [www.GoDirect.org](http://www.GoDirect.org). Also, veterans and family member that receive VA payments can sign up by contacting a VA regional benefits office or their financial institution. Information about direct deposits will be included in VA's monthly compensation and pension envelopes throughout 2009.

## 2009 TRAVEL & TUITION

Our budget situation necessitates careful monitoring of non-patient care expenses. This year, travel and tuition dollars will require careful monitoring. The Associate Director, Associate Director for Patient Services and the Chief of Staff will review requests weekly and consider funding based on an established priority list as well as available dollars. Travel requests should be submitted as early as possible. Requests submitted less than four

weeks prior to travel/conference date may not be considered. Mandated VHA and VISN travel will be higher priorities. Requestors should seek external funding if at all possible. This approval process does not apply to the mandated Full Time, Board Certified Physician and Dentist Continuing Education Program.



## OI&T CORNER – A NEW TOOL!

★ Microsoft Application Classes Resume – If interested please call the Help Desk at 56500 to sign up!

### Friday, Jan. 9

1 p.m. – Basic Word  
2 p.m. – Basic Outlook

### Friday, Jan. 16

1 p.m. – Basic Excel  
2 p.m. – Basic Power Point

### Friday, Feb. 13

1 p.m. – Mail Merge  
(Letters / Labels)  
2 p.m. – Basic Outlook

### Friday, Feb. 20

1 p.m. – Converting VISTA Data  
Extract to Word or Excel  
2 p.m. – Basic Power Point

★ Microsoft Office Training Online - Did you know Microsoft Office classes are available to all VA employees online? These classes are offered through the Microsoft Enterprise Agreement. Check out the catalogs listing available Microsoft Office courses by following these steps:

- Visit the MS Enroll site at  
<http://vawww.msenroll.itl.va.gov>

while logged into an account with VA e-mail access.

- You will need a Microsoft Passport or Windows Live ID account. You can use an existing one, if you have it, or use a link on the page to create one.

- Enter [Randy.Brown1@va.gov](mailto:Randy.Brown1@va.gov) for the manager. His phone is 205-943-2410.

Check out the catalog contents by clicking the appropriate VIEW CATALOG link for the commercial description of the catalog. Then select your catalog of interest and request an access code. Each access code gives you unlimited pre-paid access to all courses and collections in a catalog, but registration is limited to one collection or class at a time and includes a 12-18 month subscription to finish the course(s). MyLearning records do not transmit to LMS. If you want VA training credit, a separate LMS entry for each is required. Access to online training for all VA employees is part of an annual agreement with Microsoft - pass it on! Use your access to prepare for OFFICE 2007 – it is coming !

★ Microsoft Reference Online -

You can search the text of entire collections for a phrase, read a whole book cover to cover, put bookmarks in a book and leave it on your bookshelf for quick reference and download associated CD content that would have been included with the book if you had it in print.

- Log in to the EES Learning Management System (LMS) at

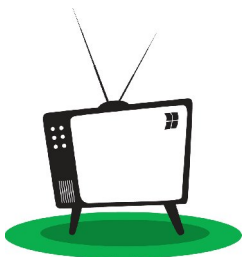
<https://www.lms.va.gov/plateau/user/login.jsp>.

(Instructions for new users can be found at

[http://www.insidelms.va.gov/wbt/001-accessingTheVALMS/NewUser-Login\\_RG\\_FC\\_0208.pdf](http://www.insidelms.va.gov/wbt/001-accessingTheVALMS/NewUser-Login_RG_FC_0208.pdf).)

- Search catalog for Books24 to find Books24x7 Referenceware.

## DIGITAL TELEVISION TRANSITION NEARS



The Federal Communications Commission (FCC) is asking federal employees to help people they know – parents, grandparents, neighbors and the veterans we serve – get ready for the Feb. 17, 2009, transition to digital television. December is a critical month for those that are not connected to TV by cable or satellite. If they do not request their \$40 coupons for purchase of converter boxes for their analog sets, they will not

be ready to continue watching TV after the transition to digital signals. It takes about six weeks from submission of the coupon request through processing and mailing to the actual purchase and hook up of the converter box. If the coupon is not requested by the end of December, chances are the analog set owner will not be ready for the Feb. 17 transition. Groups most likely to be adversely affected are the elderly, disabled, non-

native language speakers and rural-remote area residents. The population VA serves crosses into those groups. For more information, check the Web site at [www.dtv.gov](http://www.dtv.gov).

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## NEW & DEPARTING EMPLOYEES

### Welcome

**Patricia Beasley,**  
Medical Support Assistant  
(CS)

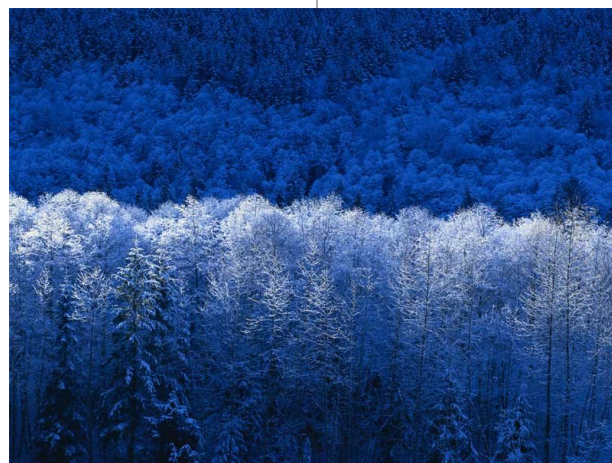
**Tanja Rinck,**  
Surgical Technician (PS)

**Daniel Strode, MD,**  
Staff Psychiatrist (BH)

### Farewell

**Jazmin Trammell,**  
Sales Clerk (Canteen)

**Amber Young,**  
Medical Support Assistant  
(PS)



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## ODDS AND ENDS...

### Diversity Has a New Name

VA's Office of Diversity Management and Equal Employment Opportunity, a program office within the Office of Human Resources and Administration, is now the Office of Diversity and Inclusion (ODI). This change places VA in the vanguard of a rapidly emerging trend in human capital management and establishes VA as a federal leader in this area. For more information, visit the ODI Web site at <http://www.va.gov/dmeeo/>.

### CSPAN Coverage of 2009 Presidential Inauguration

The VA Employee Education Service will air CSPAN coverage of the 2009 Presidential Inauguration Jan. 20 on the VA Knowledge Network channel 2. The broadcast will begin at 11:30 ET, a half hour before the actual swearing in, and last until the end of the President's inaugural address.

### Network Contracting Office Recognized

Congratulations to the VA Heartland Network (VISN 15) contracting office for achieving all of its socio-economic goals in FY 2008. VISN 15 was first in the nation in awards to 8(a) companies.

### Change in Internal Mail

Effective Jan. 5, mail deliveries to offices will be discontinued. Please revert to the previous system of picking up mail in the mail room.

Dept. of Veteran Affairs,  
Columbia, MO

Harry S. Truman Memorial Veterans Hospital  
800 Hospital Drive  
Columbia, Missouri 65201

Phone: 573-814-6000

On the Web:  
[www.columbiamo.va.gov](http://www.columbiamo.va.gov)

Enjoy Your Freedom? Thank A Veteran!  
Enjoy Your Freedom? Thank A Veteran!



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## THANK YOU ♥

*I've known for a long time that this is a great place to work, but it has never been more apparent to me than since the death of my husband on November 14. My children and I wish to thank those who sent cards, made memorial contributions and blessed us with their prayers. I thank my co-workers in ICU for the emotional and scheduling support that has been afforded me during the past two*

*years. You kept me strong and made it possible for me to spend extra time with him and assist him in living each day to the fullest by working the job he loved, pursuing his passions of playing with the grandbabies and model railroading. For this, I thank you from the bottom of my heart. Words cannot adequately express my gratitude. You are family of the heart.*

*Rita Thurman*